



**HIRE AGREEMENT for HAGSOC Education Room**

41 Templeton Street, Cook, ACT

Email: roomhire@familyhistoryact.org.au

**Hirer Details:**

Full Name ..... Organisation .....

Address .....

Telephone ..... Email .....

**Booking Details:**

Hire Period @ \$27.50 per hour includes GST (minimum booking is two hours)\*

\* The amount charged will include an additional 15 minutes for setup and 15 minutes for close down.

Date	Time from	Time To	Hours	Comments

**Special Conditions**

**Due to Government restrictions associated with the COVID-19 Pandemic, hirers must**

- a) Observe all current social distancing regulations. As of July 2020, there must be 1.5 m spacing between people
- b) Ensure the room's maximum capacity of 13 people is enforced
- c) Keep a list of names and contact details for all attendees. This list must be made available to HAGSOC if required for COVID-19 tracing.
- d) Wipe down all hard surfaces with disinfectant at the end of the hire period.

Signing this agreement is an acknowledgment that the Hirer has read, understood and agrees to abide by the Terms and Conditions (attached and initialled).

The Hirer has initialled the Declaration at the end of the Terms and Conditions.

The Hirer has provided a certificate of currency for Public Liability to the value of \$20,000,000 (as per Terms & Conditions number 11).

Signed for and on behalf of the Hirer

Signed for and on behalf of HAGSOC

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Hirer Printed Name and Position

HAGSOC Printed Name and Position

## Terms and Conditions (hereafter referred to as T&Cs)

1. This venue hire agreement is made between The Heraldry & Genealogy Society of Canberra Inc. (HAGSOC), 41 Templeton Street, Cook, ACT, and the Hirer named in this agreement.
2. The 'HAGSOC Education Room' is located at the Cook Community Hub, 41 Templeton Street, Cook, ACT. The Cook Community Hub also has other tenants so please be considerate.
3. The Hirer agrees to:
  - 3.1. Be in attendance at the Education Room at least fifteen (15) minutes before the hire commences.
  - 3.2. Pay for the booking if cancellation of the booking is not received with reasonable notice.
  - 3.3. Pay the Hiring Fee and any additional charges relating to this specific hire, within ten business days of an invoice being issued from HAGSOC.
  - 3.4. Comply with HAGSOC directions whilst using the Education Room and its facilities.
  - 3.5. Vacate the Education Room within fifteen (15) minutes after conclusion of the booked period, or unless otherwise agreed.
  - 3.6. Leave the Education Room clean and tidy, and in its original condition.
  - 3.7. Make good any damage or loss to HAGSOC howsoever caused by the hirer or their group.
4. HAGSOC reserves the right to refuse entry to the Education Room to any of the Hirer's invitees.
5. The Education Room will generally be unlocked thirty (30) minutes before the commencement of a booking.
6. HAGSOC may revise the Hiring Fee for new bookings at any time, following advance notice of the effective date.
7. HAGSOC may cancel an agreed hire at any time if there is a force majeure or any other event which, in the reasonable opinion of the HAGSOC Facilities Manager, causes the Education Room to be unsafe or inappropriate for the Hire. HAGSOC is not liable for any loss or damage to the Hirer or any third party in consequence of the exercise of these rights.
8. The Hirer **must not**:
  - 8.1. Allow consumption of any food or drink in the Education Room.
  - 8.2. Affix any sign or decoration to any part of the Education Room, without prior and written agreement between HAGSOC and the Hirer.
  - 8.3. Interfere with or alter any of HAGSOC's electrical, lighting, projection or sound systems, or damage any HAGSOC property.
9. Smoking is not permitted within the HAGSOC Building nor within twenty metres outside the said Building.
10. The Hirer is liable for and indemnifies HAGSOC against all actions, claims, demands, losses, damages and expenses for which HAGSOC shall, or may be or become liable for, or suffer in respect of:
  - 10.1. damage to HAGSOC's property arising out of or in the course of the Hire except to the extent it arises from the negligence or default of HAGSOC ;
  - 10.2. injury to or death of any persons arising out of or in the course of the Hire except to the extent it arises from the negligence or default of HAGSOC ; and
  - 10.3. any breach of this agreement by the Hirer.
11. The Hirer must hold a current public liability insurance cover to the value of \$20,000,000. The Hirer must provide a copy of the certificate of currency prior to the room being hired.
12. HAGSOC accepts no responsibility for any loss or damage to the property of the Hirer, their event attendees, or any third party.

### Declaration

I have read, understood and agree to abide by these Terms and Conditions.

Hirer's Initials: \_\_\_\_\_

## Frequently Asked Questions

### 1. **How many people can the Education Room accommodate?**

The Education Room can seat around 40 people comfortably for a meeting or as noted in the special conditions.

### 2. **Can I inspect the Education Room?**

Please make arrangements by phoning or visiting the Library during opening hours as listed on our website or by email to [roomhire@familyhistoryact.org.au](mailto:roomhire@familyhistoryact.org.au).

### 3. **When is the room opened up?**

The Education Room is usually unlocked thirty (30) minutes before a hire period begins. In the morning, the front door to the building is left locked until the U3A office person arrives and unlocks at 9.30 am. If the hire period is outside normal hours, arrangements will be made to meet the hirer at the building before and after the hire period, so there will be someone in attendance when the building is unlocked. For security reasons, the Education Room and building must not be left unlocked with no one present.

### 4. **When can I gain access for setting up?**

The room is available for access fifteen (15) minutes before the hire period begins and for fifteen (15) minutes after the hire period. When available, extra time can be booked for setting up.

### 5. **How do I secure a booking and when do I pay?**

First, email [roomhire@familyhistoryact.org.au](mailto:roomhire@familyhistoryact.org.au) or phone 6251 7004 to check the availability of dates. Then complete the Hire Agreement Form and send to the email address or post to: The Secretary, The Heraldry & Genealogy Society Inc., PO Box 152, Jamison Centre ACT 2614 or leave it at the HAGSOC Library during opening hours.

### 6. **Is there a security bond?**

No, but you are required to have insurance. A certificate as to the currency of this insurance must be provided to HAGSOC as per Terms & Conditions number 11. If it is a long term hire and the certificate expires during that period, then an updated certificate of currency is to be provided.

### 7. **When am I required to return the key?**

You will not be given a key. A HAGSOC representative will open and close the Education Room.

### 8. **Where is the car park?**

Parking is available at the front of the Cook Community Hub. There is also ample additional parking to the rear, off Ellis Street.

### 9. **Does the Education Room have disabled access?**

Yes, there is a ramp next to the front entrance.

### 10. **Do you provide a PA system?**

No, there is no PA system in the Education Room.

### 11. **How much noise am I allowed to make?**

The Education Room is a part of a complex that has been made available to community groups by the ACT Government. Therefore, we do not want hirers who are going to disturb our neighbours. Noise and music must be kept to moderate levels and contained inside the Education Room. Hirers are required to be considerate toward our neighbours when returning to their cars or accessing taxis.

### 12. **Are tables and chairs provided?**

There are four (4) trestle tables each seating about six (6) persons and stackable chairs for forty-five (45) people.

### 13. **Am I required to clean the Education Room?**

Yes. You are required to clean the Education Room if necessary and leave it as found. All balloons, decorations etc. must be removed. Tables or chairs should be restacked and you must return everything to their original positions. Cleaning extends to any litter or cigarette butts that might have been dropped outside the entrance.

### 14. **Am I required to remove my rubbish?**

Yes, you are required to remove all rubbish from the Education Room to your own bins. Alternatively, there is a garbage hopper located in the rear car park off Ellis Street, on the western side of the central Cook Community Hall, for bagged disposal of rubbish.